

SECRET

4 Oct 61

Summary and Recommendation for the Chairman

SUGGESTION NO. 60-445: dated 21 March 1961

GS-11, Acting Chief, Building
Supply Branch

25X1A

Logistics, DD/S

A. Summary of Suggestion

Suggested the use of a three-part prenumbered property pass form. Under the proposed system, the second copy of the property pass would constitute a memo receipt to be held by the Building Services Officer. All passes distributed would be assigned in consecutive blocks of numbers to respective Support Offices. The Support Offices would then be responsible for the accounting of each property pass.

Advantages: An established accounting system for all passes issued. Persons desiring to remove property would sign a memorandum receipt at the same time they received the property pass.

B. Summary of Evaluation

Chief, Supply Division stated that he had been working on this problem for a long time but that the idea helped their thinking and at one time it was thought that the idea would be adopted as presented by [REDACTED]. However, the Suggestion Awards Committee was asked to hold up an evaluation on this until a final decision was made. The final decision now being coordinated is to have a four-part form which combines a property pass with a Hand Receipt, which would control both the operational type property charged to Area Responsible Officers and the administrative property charged to the Building Services Officer (BSO). This form, according to present plans would be a four-part, self-carbonizing form. Part 1 would be the property pass, part 2 retained for the user's records, part 3 retained by the Responsible Officer to whom the property is officially charged and who will have the authority to retrieve it, and part 4 would be forwarded to the Building Services Officer in those instances where the property involved is of the administrative type and charged to his account. This system would provide flexibility in that a user would be able to have a Property Pass approved by a Responsible Officer in his area and not need to make a trip to the BSO for approval of a pass for administrative property.

25X1A

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S-E-C-R-E-T

SUGGESTION NO. 60-445 (Continued)

25X1A The system would also provide for a signed copy which would serve as a Hand Receipt and documentary evidence that responsibility for an item had been temporarily transferred to a user. This four-part form is carbonized and is not what Mr. [REDACTED] proposed and therefore credit can be given to him for having stimulated the improvement. The Office of Logistics recommended a Certificate of Appreciation.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation

D. Decision of the Chairman

25X1A [REDACTED]

Chairman
Suggestion Awards Committee

----- *Certificate*
Award

S-E-C-R-E-T

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Summary and Recommendation for the Chairman

SUGGESTION NO. 60-582: dated 17 June 1960

[REDACTED], GS-12, PI Officer
PIC, DD/I

STATINTL

A. Summary of Suggestion

Suggester proposed that windows be installed in the doors separating the stairways from the main part of each floor in the Steuart Building. Many accidents have occurred as a result of persons approaching the doors from opposite sides and attempting to open them at the same time.

B. Summary of Evaluation

This suggestion was concurred in by the CIA Safety Officer on 26 July 1960. However, because continued Agency occupancy of the premises was doubtful, the recommendation was held in abeyance. The Steuart Building Security Officer advised that they will move to another building after January 1962. Based on the above information, Physical Security Division, Office of Security, recommended that signs be utilized in lieu of the glass panels and the Office of Logistics concurred. Signs reading in and out were placed on opposite sides directing personnel to use one door for ingress and the other door for egress on 19 July 1961, so the suggester did stimulate the improvement.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

[REDACTED]

Chairman
Suggestion Awards Committee

-----*Certificate*
Award

STATINTL

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Summary and Recommendation

SUGGESTION NO. 61-155: dated 30 September 1960
[REDACTED] GS-7, JOT
IO, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed a simplified way to reimburse invitees for their travel expenses, while they are still in Washington, before they return to their homes.

He proposed that, before arriving here for an interview, that the travel be authorized, that the funds be certified as available with appropriation symbols properly recorded. Then he suggested that the Office of Personnel, Central Processing Branch, be responsible for preparing the voucher, having it audited, and making the payment to the invitee before the person returns to his home.

He listed the advantages as less coordination on the travel vouchers, less preparation of extra correspondence, and mailing, and less embarrassment to the invitee who is oftentimes hardpressed for his money.

B. Summary of Evaluations

This idea was declined by the Office of Personnel, on the advice of the Comptroller. The latter stated that authorities already existed to accomplish the suggester's proposal, the Office of Personnel stated that they were not prepared to request additional personnel to furnish this additional service in the Central Processing Branch.

Subsequently, the idea was adopted, by direction of the Deputy Director (Support), and was set in motion by the Office of Personnel Memorandum No. 22-1, subject, "Payment of Claim Incident to Invitational Travel of Candidates for Staff Employment". (See attached copy of memo)

STATINTL

The Office of Personnel [REDACTED] state that despite the fact that the procedure was not adopted as an adopted suggestion, they are not averse to recognizing the suggester by a cash award, because his idea was in fact adopted.

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

(Sugg. No. 61-155 cont)

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$35.00 award based on Intangible Benefits (Slight-Local)

D. Decision of the Chairman



Chairman
Suggestion Awards Committee

STATINTL

\$35.00

Award

OFFICE OF PERSONNEL MEMORANDUM NO. 22-1

SUBJECT: Payment of Claims Incident to Invitational Travel of
Candidates for Staff Employment

1. Purpose

This memorandum outlines new procedures for paying travel claims to applicants invited to Washington, D. C., for employment interviews and examinations. The intent of these changes is to permit cash payment of invitational travel claims on a constructive round-trip cost basis while the invitee is at headquarters. Under former procedures, an applicant invited to Washington at Government expense experienced up to eight weeks delay before receiving reimbursement for expenses. The delay frequently imposed a hardship on travelers, many of whom had to borrow funds to make the trip. In many other instances, the delay adversely affected the affirmative interest of likely candidates for employment. The application of these new arrangements will preclude repetition of the circumstances cited above.

2. Procedures

a. Invitation to Applicants

The officer in the Office of Personnel who contacts the applicant to arrange a visit to Washington will do so only after receipt of a properly approved travel order prepared by the Personnel or Administrative Officer of the interested operating component.

b. Instructions to Invitees

(1) The communication to the applicant which authorizes commencement of his travel to Washington, D. C., at Government expense must include the following instructions:

"This is not an offer of employment, but your transportation expenses from your present address to Washington, D. C., and return will be borne by the Government. You are authorized round-trip, first-class rail or air travel, but jet surcharges are allowable only if you fly economy

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C-O-N-F-I-D-E-N-T-I-A-L

or tourist class. If you so choose, travel is authorized by bus or privately-owned automobile, the total cost not to exceed the cost of travel by common carrier. In lieu of reimbursement for actual expenditures for hotels, meals, and other personal expenses, you will receive an allowance of \$16.00 per day while you are away from your home. Please retain all ticket stubs and receipts to support your reimbursement voucher. You will be reimbursed while in Washington and you should contact _____, on 351-_____, after you arrive to arrange for preparation of a travel voucher on the basis of which you will be paid."

(2) Upon reporting to the officer in the Office of Personnel designated in the communication, the applicant will be directed to the Central Processing Branch (CPB) for preparation of the travel voucher and receipt of cash payment of his travel claim.

c. Payment of Claims

(1) A special imprest fund to be used for reimbursement of invitee travelers has been established in CPB for payment of these claims. The custodian of this fund will supervise the preparation and review of travel vouchers of invitee travelers and is authorized to make immediate cash payments in the amounts shown on such vouchers. After payment by CPB, vouchers will be forwarded through present channels for further processing, approval, and certification.

(2) If collection of an overpayment is required, responsibility for notifying the traveler and for collection shall rest with CPB. If adjustment of an underpayment is required, payment shall be sent to the traveler through CPB.

SIGNED

EMMETT D. ECHOLS
Director of Personnel

OFM 4-61

C-O-N-F-I-D-E-N-T-I-A-L

S-E-C-R-E-T

Summary and Recommendation

SUGGESTION NO. 61-247: dated 16 December 1960

[REDACTED]
RID, DD/P

GS-5, File Supervisor

25X1A

A. Summary of Suggestion

The suggester proposed the use of a rubber stamp in the Copy-flo Unit to identify documents that will not reproduce by copy-flo. This is determined by the destapling clerk. The stamp would read:

"DOCUMENT WILL NOT COPY-FLO"

and would be used by the destapling clerk.

Advantages: The use of this stamp would enable the request clerks to immediately know that the document could not be reproduced by copy-flo, thus saving handling by as many as five different people, each charged with a separate function to perform in servicing the document.

B. Summary of Evaluation

Chief, Records Integration Division approved adoption of the stamp. He said it would be helpful to request clerks who would be immediately alerted to the fact that the document is to be charged to the requestor and not sent to copy-flo. He estimates the savings to be negligible.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

[REDACTED]
Chairman
Suggestion Awards Committee

-- *Certificate* 25X1A
Award

S-E-C-R-E-T

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Summary and Recommendation for the Chairman

STATINTL

SUGGESTION NO. 61-275: dated 9 January 1961

OCI, DD/I

GS-11, Chief, Registration Branch

A. Summary of Suggestion

Suggester proposed that in the new building, there be one central special intelligence Registry to service all special intelligence areas. This Registry would be responsible for the receipting, packaging, dispatching, and delivery of all special intelligence material. At present, the offices of DD/I, ONE, and OSI each have separate registries. Each of these components provides special registry services and OCI provides courier service for centers in CIA and USIB approved centers in the Washington area.

Advantages: One central Registry for special intelligence would provide better control of the material and enhance security and efficiency. Combining these services under one responsible group would also conserve manpower.

B. Summary of Evaluation

STATINTL

Deputy Chief, Intelligence Information Staff, OCI, agreed to the statement that this idea is going to be adopted for the New Building and that it will save manpower in the DD/I and deserves some type of award. [redacted] stated that because it is impossible to estimate and calculate the savings, at this time, that an interim award in the Slight-Limited category (\$25.00) be made with the understanding that the case will be reviewed in the spring to see if any additional benefits have accrued to the Agency. STATINTL

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Interim Award based on Intangible Benefits (Slight-Limited)

D. Decision of the Chairman

STATINTL

[redacted]
Chairman
Suggestion Awards Committee

----- \$25.00
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

25X1A

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S-E-C-R-E-T

(Sugg. No. 61-348, cont.)

RID feels that the suggester did resurface a problem that caused them to make procedural changes.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award Based on Intangible Benefits (Slight-Limited)

D. Decision of the Chairman

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	--	<u>\$25.00</u>
Chairman		Award
Suggestion Awards Committee		

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See Addendum

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S-E-C-R-E-T

SUGGESTION NO. 61-423 (Continued)

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$20.00 Award based on Tangible Savings of \$360.00 yearly.

D. Decision of the Chairman

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S-E-C-R-E-T

S-E-C-R-E-T

Summary and Recommendation for the Chairman

SUGGESTION NO. 61-471: dated 28 April 1961

[REDACTED] GS-7, Librarian
OTR, DD/S [REDACTED]

25X1A
25X1A

A. Summary of Suggestion

Suggester proposed that prepunched mimeograph paper be ordered for use in the Training Courses [REDACTED] for the Handout material.

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Advantages: The prepunched paper eliminates the cumbersome, inefficient, and tiring hand punch operation. It frees the employees' time previously spent in hand punching for use on their other, more regular clerical type duties.

B. Summary of Evaluation

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[REDACTED] Chairman, Suggestion Awards Committee, [REDACTED] stated that this worth-while suggestion was adopted and has been in use since August 1960. It has saved much time. An award of \$25.00 was recommended.

The Office of Training concurred and stated that there would only be minimal application elsewhere in the Office of Training.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$25.00 Award based on Intangible Benefits (Slight-Limited)

D. Decision of the Chairman

25X1A

[REDACTED]
Chairman
Suggestion Awards Committee

----- \$15.00
Award

S-E-C-R-E-T

S-E-C-R-E-T

Summary and Recommendation

25X1A

SUGGESTION NO. 62-21: dated 12 July 1961
[REDACTED], GS-12, Intelligence Officer, Cartographic
ORR, DD/I

A. Summary of Suggestion

In 1953, the suggester proposed that a contact printer be located with the Cartography Division, Office of Research and Reports. He stated that:

- A. The experimental project was in effect, an operative technique elsewhere in 1953.
- B. The experimental project has been in use for at least six years in this Division.
- C. The suggested equipment would have expedited the construction of maps during the elapsed period.
- D. The suggestion is still valid today as evidenced by the justification and requisition of the suggested equipment.

B. Summary of Evaluation

The Assistant to the Acting Director for Research and Reports for Special Projects states:

- 1. The original suggestion made during 1953 did not then warrant adoption because: a) the type of equipment then available; and b) the nature and volume of work.
- 2. On 10 July 1961 an order was placed for a Direct Printer having a capacity of 31½" x 44½" x 8½", which will fit in with present work requirements. It seems clear that the Printer would have been adopted at this time whether or not the suggestion had been made in 1953.
- 3. The rating at best is considered Slight-Limited.

C. Recommendation of Executive Secretary

- 1. Not in line-of-duty
- 2. Certificate of Appreciation.


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(Sugg. No. 62-21 cont.)

D. Decision of the Chairman

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Chairman Award
Suggestion Awards Committee

P.S. Suggester sent in another proposal to put on the back of our suggestion form - that suggesters should re-submit their suggestions every 2 years.

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S-E-C-R-E-T

Summary and Recommendation

SUGGESTION NO. F62-34: dated 24 July 1961

[REDACTED], GS-9, Electronic Technician
OC, DD/S

25X1A

A. Summary of Suggestion

This suggestion refers to an RS-1 Portable Operating Position.

Present Method: Requires that the three units of the RS-1 (Communications Equipment) be positioned and secured to an available flat surface. If there is no suitable flat surface available one must be constructed, possibly exposing the set to moisture, salt spray, and to the view of unauthorized persons. In many instances the operator does not have sufficient light and a surface to write upon. Also he generally does not have any place to physically secure his equipment and signal plans between contacts.

Proposed Method: That special cabinets be constructed to secure and protect the units when used for marine and similar installations. To date five of the suggested cabinets have been constructed and installed on marine craft with excellent results.

Advantages: This cabinet provides complete protection from the elements plus physical security for the RS-1 when used for marine and similar installations. It also serves as a portable operating post with adequate light and operating space. Installation time is held to a minimum since only an antenna connection and a power connection are required for immediate operation. The cabinet can be set on most any surface or bolted to the wall or bulkhead. This portable radio station can also be used as a part of an evacuation kit. The cabinet complete with its components could be carried by one person to a waiting vehicle and when the vehicle arrived at its assigned location, the cabinet could be set on the fender or hood, the power connections to the vehicles battery made, and an antenna connected. A monthly check on the equipments operation could easily be made back in the shop and the equipment would always be assembled and in constant readiness.

B. Summary of Evaluation

The Office of Communications made the following evaluation:

"Although many different types of special cabinets and other installations have been prepared in the past, this particular portable operating position was actually used to meet a maritime operational requirement. Senior engineers in charge of such installations were enthusiastic over the efficiency of the cabinets and the protection they afforded the equipment. The suggestion offers intangible benefits in the Slight-Local category. An award of approximately \$50.00 is recommended for the suggester's initiative

S-E-C-R-E-T

~~S-E-C-R-E-T~~

(Sugg. No. F62-34 cont.)

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$50.00 award based on Intangible Benefits (Slight-Local)

D. Decision of the Chairman

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C-O-N-F-I-D-E-N-T-I-A-L

Summary and Recommendation

SUGGESTION NO. 62-36: dated 24 July 1961

GS-7, Intelligence Officer
OO, DD/I () Office

25X1A

25X1A

A. Summary of Suggestion

Suggester proposed the following changes in the Process Sheet for OO/C Collections (Form 25), on the next printing run:

1. Printing a darker line between Items 6 through 20 to better distinguish these sections on carbon retained in the field offices.
2. Include additional copies in the fan-fold.
3. If the suggestion would involve too much money for those needing the extra copies, revise the form so the numbers would be separate on the copies and easier to read on the form itself.
4. Change Item F from Area to Country to conform with the Information Report.

B. Summary of Evaluation

Contact Division, OO/DDI will adopt the suggestion in part. They stated: "A complete separation between the items in columns 6 through 20 is desirable and will make the form easier to read and lessen the possibility of error. The benefits derived from the suggestion are intangible. There will be no savings financially nor will there be any change in operating procedure; however, the form will be easier to read and lessen the possibility of error for personnel in the field and in Headquarters.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of the Chairman


Chairman
Suggestion Awards Committee

-- \$25.00
Award

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SECRET

Approved For Release 2000/09/08 : CIA-RDP80-00832A000300040005-5

PROCESS SHEET FOR DOC COLLECTIONS		FOR FIELD USE ONLY																				FOR HEADQUARTERS USE ONLY															
		SUGGESTED DOCS		FIELD OFFICE				REPORT NUMBER				C. FORWARDED				CASE NUMBER				E. RECEIVED				REPORT NO.													
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C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Summary and Recommendation

SUGGESTION NO. 62-38: dated 27 July 1961

STATINTL
STATINTL

██████████ W-7 (\$2.95 per hour), Crater
OL, DD/S, ██████████

A. Summary of Suggestion

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Suggester devised an electrically operated continuous belt (line) type conveyor from the table packers location to the sawer ██████████. The electric motors, switches, and conveyor line were salvaged from unserviceable equipment. These motors are also controlled at both ends and are reversible to provide a simple, complete and safe operation.

This conveyor, placed in operation 10 July 1961, transmits cargo control tickets used when a carton of packaged material requires a wooden box overpack. This ticket is filled out by the table packer and lists the required measurements for a wooden box. In the past, it was hand carried to the sawer, a distance of approximately 65 feet around and through the box shop, machinery, stacks of lumber and over a 24 inch solid conveyor line.

Advantages: Reduces man hours formerly required for transmittal of cargo control tickets; eliminates some safety hazards; allows for additional "on-the-job" man hours for table packers by realizing a saving of about two man hours per day.

B. Summary of Evaluations

1. Office of Logistics investigation:

a. All advantages listed have been verified and found true except man hours. From checks made it seems at least four to five hours per day would be saved depending upon the work of 10 to 15 packers. Typical hourly rate of a packer is \$2.95.

b. No other Agency installation can use this type of equipment at this time.

c. Recommend Slight/Limited.

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C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

(Sugg. No. 62-38 cont.)

2. Suggestion Awards Committee findings:

a. A man hour savings of only two hours daily is more appropriate because it was found that whenever the packers delivered cargo control tickets they would not expedite their journey but rather stop and talk to fellow workers on the way.

b. At a savings of two hours daily an annual savings of \$1,534. in salaries of packers could be realized which at 5% would rate an award of \$77. The man hours saved did not result in a reduction of personnel. However, this device improves safety, reduces employee fatigue and makes the packers available to handle a larger workload when and if it arises.

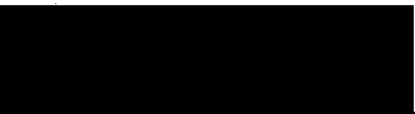
c. An award based on the tangible savings stated above seems out of line. Recommend the case be considered Moderate-Limited but at the lowest range, i.e., \$50.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.

2. \$50.00 award based on Intangible Benefits (Moderate-Limited).

D. Decision of the Chairman

	STATINTL
Chairman	\$50.00
Suggestion Awards Committee	Award